

Purchase Request #9
Regular Board Meeting January 24, 2017
Consideration of Approval to Renew Contract for Office Supplies

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve the renewal of the contract for office supplies from Staples Advantage for the District.

BACKGROUND

A reference (REF) Number 3938 was issued to track the volume of spend for office supplies for the District.

Staples Advantage has a contract through the Educational & Institutional (E&I) Cooperative Services program to provide Office Supplies, Contract Number CNR01373, and is in compliance with the competitive procurement requirement set forth in Section 44.031 of the Texas Education Code, as permitted through Section 791.011 of the Texas Government Code.

IMPACT OF THIS ACTION

Contracting with Staples Advantage via the E&I Cooperative Services contract provides the District with access to an extensive catalog of quality products at exceptional pricing. Staples offers next day delivery on most products and the punch-out through the Purchasing Department's eProcurement system offers ease of ordering and electronic invoicing, which reduces the administrative costs of ordering and paying for the orders.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$450,000.00. This expenditure will be funded by various department's 2016-2017 operating budgets and subsequent year's budgets, subject to Board approval.

MONITORING AND REPORTING TIMELINE

The term of contract will be February 28, 2017 through August 31, 2018.

RESOURCE PERSONNEL

Kim Davison	SVP Organizational Effectiveness	972-985-3781
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